You can access parent e-mails in Skyward for all of your classes.

For example, I was able to see all the parent emails that we have on file for my 2nd Period class. From that directory I “highlighted and copied” the entire email list for 2nd period (even the information that said *emails not available*).

I then logged into the school email and created distribution list for 2nd period by “pasting” the information copied from Skyward.

There may be an easier way to create a distribution list to mass email. My way may seem like a lot of steps, but once you get one class down, the others are easy to do. I am able to contact parents per class simply by typing my class periods into the “send to” line in an outgoing message. Here is how you do it:

What to do in Skyward?

Step One: Login in to ***Skyward***

Step Two: Select ***“MY GRADEBOOK”***

Step Three: Find and scroll over the ***“REPORTS FOR ALL CLASSES***” drop down box

Step Four: Select “***EMAIL PROGRESS REPORTS***”

Step Five: ***CREATE EMAILS*** tab to see all classes at once OR click on the ***SELECT DIFFERENT CLASSES*** to view each class at a time (which is what I chose to do, because I wanted to make an email list for individual classes)

Step Six: Click on ***CREATE EMAILS***

Step Seven: You can copy the information by “highlighting and copying” student and parent information

What to do in your e-mail?

Step One: Log-in to your school e-mail

Step Two: At the bottom left hand corner of your e-mail click on ***CONTACTS***

Step Three: Click on the drop down arrow next to the ***NEW*** tab and select ***GROUP***

(You may create an e-mail distribution for all of your students or you can make a group for each class. I decided to make a list for each class because of the differentiation that will take place between the different classes). A pop up box will display (it looks similar to a e-mail that you are create when sending a message to someone).

Step Four: Create a name for your group (Example: I named my group by periods)

Step Five: In the space that says “***Members***” this is where you will paste the information that you highlighted and copied from Skyward. Click on “***ADD*** ***MEMBERS***”

Step Six: You should get a message that says “***NO MATCH FOUND***”. What the system is trying to do is delete all the information that was highlighted from Skyward that isn’t a true email. That’s why earlier I said don’t worry if there aren’t any available emails. All information that is not an email is underlined in red.

Step Seven: Click on “***Remove***” when the “***No Match Found***” box pops up. You may have to click on it several times so that it can remove all information that isn’t needed.

Step Eight: You should now see all of the parents names and email address. At the top left hand corner make sure you click on ***SAVE AND CLOSE***. If you don’t and exit out, you’ll have to start the process under contacts all over.

I did this a class at a time. The first time took about 10 minutes because I had no clue what I was doing. But once I create a group for my first class, it was a breeze doing the rest. I sent mass e-mails out per class last week during in-service and had parents immediately replying back. Heck, I even gave them homework before school started…some weren’t too happy about it!!!

How do I send a mass email?

Just like you would send a mass email to BMS! Simply type in whatever you named your groups into the “TO” section when sending out a message.